

Medicaid Administrative Match Schools Daily Rate for Part Time Employees

For classified or hourly paid employees the system calculated the daily rate as follows:

- Step 1. The assignment salary plus the assignment benefits plus the applicable indirect amount was divided by the assignment hours per year.
- Step 2. The average number of hours tracked on the time study forms for the five time study days is then calculated.
- Step 3. The amount from Step-1 is then multiplied by the average hours from Step- 2.

Formula:

(Assignment salary + assignment benefits + [indirect rate X (assignment salary + assignment benefits)] / assignment hours per year) X (average time study hours) =
Daily Rate

For 2004/2005, MAA ran a **one time** calculation at the request of the SD's. The purpose was to "fill in" the contracted days for classified employees. The system ONLY uses contracted days to calculate \$/day rate.

The system does NOT use the Total hours field for the A19. It was an anticipated field to be used, but going forward is not required. So, the schools need to provide a number in this field. This is not in the S275 data extract, so below is the formula MAA used to calculate the contracted days for classified staff....

Total Annual Hours
8 Hrs/day * Pct FTE

So, if Joe works ½ time, .5 FTE, for 900 hours this year, then

$$\frac{900}{8 * .5} = 225 \text{ Contracted Days (Estimated)}$$